



Contact Information

Chelsea Cultural Council
Chelsea City Hall, Rm. 100
500 Broadway, Chelsea, MA 02150
617 466-4090
culturalcouncil@chelseama.gov

GRANT APPLICATION & AGREEMENT

The undersigned hereby agrees to the following fund conditions:

1. To use the funds only for the designated purpose as described in the application
2. To maintain records to show how grants funds have been expended
3. To return to the Chelsea Cultural Council any unexpended funds or any portion of the grant that is not used for purpose specified
4. To publicly acknowledge support of the Chelsea Cultural Council through all reasonable means as a stipulation of accepting this award
5. To submit the *Post Activity Report* showing how the grant money was used, including photographic documentation of the event.

Application

Name of organization: _____

Grant amount: _____

Name: _____

Title: _____

President, CEO, or Executive Chair Signature

Date

Organization Information

Organization:		
Contact Name:	Contact Title:	
Organization Address:		
City:	State:	Zip:
Email:	Telephone:	Fax:



Activity Details

Activity Title:	
Activity Date:	Amount Requested: from \$ to maximum \$
Location of Activity:	Time of Activity:
Is this a recurring activity? <input type="checkbox"/> YES <input type="checkbox"/> NO	If yes, for how many years?
Expected number of attendees:	If a recurring activity, number of attendees in prior years:
Will your organization utilize volunteers?	If yes, please estimate the total number of volunteers and the number of hours donated:
Briefly describe your organization's audiences and mission.	



Briefly describe the activity that will take place.

Outline how you plan to market your activity and the timeline you intend to follow. In addition, outline the audiences you intend to reach (be specific). You may attach an additional document if necessary.

What benefit(s) will this activity bring to Chelsea and its residents?



Are you partnering and/or collaborating with other organizations?
If so, name the organization(s) and their role(s) in the activity.

How will the Heritage Celebrations Grant be acknowledged at your activity if funding is awarded (be specific)?

How will you measure the success/impact of this activity?



BUDGET FORM

INCOME from the requested Activity	Projected income	DESCRIPTION OF INCOME
1. Total Projected Admissions/Ticket Sales		
▪ Per Ticket Cost for General Admission (GA)		
▪ Projected # of GA Ticket Sales		
2. Net Concession Sales		
3. Advertising Sales		
4. Sponsorships:		
5. Grant from The Chelsea Cultural Council		
6. Grant from the Mass Cultural Council Festival Fund		
7. Exhibitor Fees		
8. In-Kind Contributions (estimated value)		
9. Funding from:		
10. Other Income		
TOTAL INCOME		



BUDGET FORM

EXPENSES for the requested Activity	Total projected expense	Festival Fund dollars used	Description of expense
1. Artists / Project Fees			
2. Food & Beverage			
3. Advertising			
4. Facility Rental Fees			
5. Equipment Rental			
6. Supplies/Decorations			
7. Royalties			
8. Lodging			
9. Transportation			
10. Printing & Postage			
11. Merchandise Expense			
12. Security / Police Detail			
13. Insurance Cost			
14. Permit / Fees			
15. Translation fees			
16. Other Expenses			
TOTAL EXPENSES			